



# CABINET

12 August 2015

A meeting of the CABINET will be held on Thursday, 20th August, 2015, 6.00 pm in Committee Room 1 Marmion House, Lichfield Street, Tamworth

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## A G E N D A

### NON CONFIDENTIAL

**1 Apologies for Absence**

**2 Minutes of the Previous Meeting (Pages 1 - 2)**

**3 Declarations of Interest**

*To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.*

*When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.*

**4 Question Time:**

To answer questions from members of the public pursuant to Executive Procedure Rule No. 13

**5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules**

None

**6 Quarter One 2015/16 Performance Report (Pages 3 - 50)**  
(The Report of the Leader of the Council)

**7 Grants To Voluntary Organisations (Small Grants Scheme)/Local Arts Grant Scheme/Sports Grants Scheme (Pages 51 - 56)**

The Report of the Portfolio Holder for Operations and Assets

- 8 Write Offs 01/04/15 - 30/06/15** (Pages 57 - 62)  
(The Report of the Portfolio Holder for Operations and Assets)

**9 Exclusion of the Press and Public**

To consider excluding the Press and Public from the meeting by passing the following resolution:-

*“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”*

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

- 10 Renewal of Heating Systems to Sheltered Schemes - Virement of Budgets**  
(Pages 63 - 70)  
(The Report of the Portfolio Holder for Housing and Waste Management)

Yours faithfully



**Chief Executive**

*People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail [committees@tamworth.gov.uk](mailto:committees@tamworth.gov.uk) preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.*

To Councillors: D Cook, R Pritchard, S Claymore, S Doyle, and M Thurgood.



**MINUTES OF A MEETING OF THE  
CABINET  
HELD ON 30th JULY 2015**

PRESENT: Councillor D Cook (Chair), Councillors R Pritchard and S Claymore

The following officers were present: John Wheatley (Executive Director Corporate Services) and Stefan Garner (Director of Finance)

**26 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Doyle and M Thurgood

**27 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 9<sup>th</sup> July 2015 were approved and signed as a correct record.

*(Moved by Councillor R Pritchard and seconded by Councillor D Cook)*

**28 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**29 QUESTION TIME:**

**30 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None

**31 BUDGET AND MEDIUM TERM FINANCIAL PLANNING PROCESS 2016/17**

The Report of the Leader of the Council seeking agreement to the Proposed Budget and Medium Term Financial Planning Process for General Fund and the Housing Revenue Account for 2016/17 was considered.

**RESOLVED:** That Cabinet approved the proposed process for the General Fund and Housing Revenue Account Budget and Medium Term Financial Planning Process for 2016/17

*(Moved by Councillor D Cook and seconded by Councillor R Pritchard)*

**32 ANNUAL REPORT ON THE TREASURY MANAGEMENT SERVICE AND ACTUAL PRUDENTIAL INDICATORS 2014/15**

The Report of the Portfolio Holder for Operations and Assets seeking approval for the Annual Report on the Treasury Management Service and Actual Prudential Indicators 2014/15 was considered.

**RESOLVED:** That Cabinet  
approved the Actual 2014/15 Prudential Indicators within the report and shown at appendix 1;  
  
accepted the Treasury Management Stewardship Report for 2014/15; and  
  
approved an increase in the current counterparty limits as identified at item 12 within the report.

*(Moved by Councillor R Pritchard and seconded by Councillor D Cook)*

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Leader

20 AUGUST 2015

**THE REPORT OF THE LEADER OF THE COUNCIL  
QUARTER ONE 2015/16 PERFORMANCE REPORT**

**EXEMPT INFORMATION**

Not applicable.

**PURPOSE**

This report aims to provide Cabinet with a performance and financial health-check.

**RECOMMENDATIONS**

That Cabinet endorse the contents of this report.

**EXECUTIVE SUMMARY**

This report provides information on:

1. High level corporate plan projects/programmes,
2. Key Service Performance Indicators,
3. Corporate risks,
4. Impact of welfare benefit reform,
5. Performance management framework,
6. Sustainability Strategy,
7. Financial health check.

**OPTIONS CONSIDERED**

Not applicable

**RESOURCE IMPLICATIONS**

There are none

**LEGAL/RISK IMPLICATIONS BACKGROUND**

There are none

**SUSTAINABILITY IMPLICATIONS**

There are none

**BACKGROUND INFORMATION**

**REPORT AUTHOR**

John Day

**LIST OF BACKGROUND PAPERS**

**APPENDICES**

Quarter One 2015/16 Performance Report

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## 1. High level corporate plan projects/programmes

Corporate Priority
1.To Aspire and Prosper in Tamworth

Corporate Project/Programme	Milestone/Measure of Success	Latest update (where applicable)
Creative Quarter	1. External funding	£2.95m has been awarded by central government from the Single Local Growth Fund and we are awaiting the final decision on a bid to the Heritage Lottery Fund for £900k. A further bid for ERDF funding has been made for £900k  The Council is progressing the EU tendering process for the Assembly Rooms element of the work and a new Governance Group has been established.
	2. Planning permissions	
	3. Contract	
	4. Delivery	
	5. Evaluation	
Development of new affordable housing	Tranche Two Garage site development – Start on site	Work has started on the Tranche Two Garage site development. .
	Strategic Partnership with WHG agreed	Due 30 <sup>th</sup> September 2015
	Tamworth AHD programme agreed– August 2015	Due 29 <sup>th</sup> February 2016
Tinkers Green and Kerria Centre Regeneration	Agreement of developer procurement methodology	This has been completed.
	Appointment of consultants to support bidding process	Consultants have been appointed

Corporate Project/Programme	Milestone/Measure of Success	Latest update (where applicable)
	Appoint developer	
To improve the green environment including management and maintenance of local nature reserves, open spaces and parks, and to provide an efficient waste collection service	Achieving a gold award in the "Heart of England in Bloom" competition.	Judging day was on the 14th July; result announced in the autumn.
	Continue to improve accessibility and use of all open space and nature reserves	Due 30 <sup>th</sup> April 2016
	The waste collection service delivers its planned financial efficiency throughout the year and still maintains a recycling rate above 50%.	At the end of quarter one the recycling rate was 52.40%..
	Town Wall gaining designation as a Local Nature Reserve subject to land registration constraints	The issue regarding land ownership is now resolved, a report was presented to Cabinet on 23rd April 2015 and LNR designation is expected by October 2015.

## Corporate Priority

## 2. To be healthier and safer in Tamworth

Corporate Project/Programme	Milestone/Measure of Success	Latest update (where applicable)
Sheltered Housing Review Implementation	Agreement of approach for remodelling the service	Cabinet met on 9th July 2015 to agree the approach.
	Formal consultation with Staff commences	Scheduled to commence in August 2015
	Implementation of remodelled service	Implementation of the remodelled service is scheduled for April 2016.
To ensure all regulatory functions provided by the Council are delivered in a transparent, consistent and fair manner to promote public safety and to minimise the burden to businesses.	A reduction in workplace accident investigations	Work is ongoing against all the milestones
	Air Quality Improved	
	All Licensing applications processed in a timely fashion, with any appeals dealt with in a professional manner	
	All planned food and health and safety inspections completed	



Corporate Project/Programme	Milestone/Measure of Success	Latest update (where applicable)
	Statutory nuisance investigations/actions completed within acceptable timescales	

Corporate Priority
3. Approachable, Accountable and Visible

Corporate Project/Programme	Milestone/Measure of Success	Latest update (where applicable)
Budget / Council Tax Setting Key Budget milestones completed in line with the agreed timetable	Executive Board (additional) meetings timetabled	Work commences on the first of these milestones at the end of July 2015 with completion of all by 18 <sup>th</sup> April 2016.
	Budget Consultation Process reviewed	
	Budget Process approval	
	Budget Consultation results to CMT / EB	
	Circulation of Revised recharges to CMT/ADs/Managers for review/challenge	
	Consideration of Initial Capital Programme proposals by CMT/EB	
	Consideration of Initial Policy Changes by CMT/EB	
	Approval of Council Taxbase	
	Base Budget forecast to CMT/EB	
	Council Members Budget Workshop (instead of 1 Joint Budget Scrutiny Committee)	
	Joint Budget Scrutiny Committee	
	Approval of Budget by Council	
	Council Tax Leaflet published	
	Treasury Management Policy & Prudential Indicators / Limits reported & set	
Completion of Statutory Returns to ODPM (Revenue Estimates / Budget		

Corporate Project/Programme	Milestone/Measure of Success	Latest update (where applicable)
	Requirement / capital estimates	
Corporate Change Programme	Continued development of Customer Relationship Management (CRM) System	Heads of Service have now been consulted re the processes that can go onto the CRM. Workshops are being held to look at the redesign of these processes.
	Corporate roll out of Electronic Document and Records Management (EDRM)	This is currently stalled due to performance issues with the EDRMS server. A resolution is being scoped and it is expected to be resolved by the end of July 2015.
	Delivery of services digitally by default (i.e. via website, email and telephone)	Ongoing and on target.
	Implementation of corporate telephony	Stage two is complete. Stage three is currently being scoped. A post implementation review follows this.
	Implementation of corporate virtual desktop environment	320 out of 340 thin clients have now been installed; the remaining 20 will be installed by mid July 2015.
Deliver customer services that offer the customer value for money, accessible, digital by default and designed to meet customer needs	Devise action plan to support customer services strategy	Due 30 <sup>th</sup> September 2015.
	Establish position re: Customer Insight	Heads of Service have been approached to establish what customer insight details are held throughout the authority. A report will be produced shortly highlighting the findings.
	Review of Customer Services	Due 30 <sup>th</sup> September 2015.
	Delivery of the CRM project plan	Work is ongoing
	Report to CMT on Customer Services Strategy Action Plan including	Due 30 <sup>th</sup> September 2015.



Corporate Project/Programme	Milestone/Measure of Success	Latest update (where applicable)
	Organisational Development Plan and Impact	
Electoral Review	Assess and examine current arrangements	The Solicitor to the Council and Monitoring Officer to check with the Leader of the Council when this can take place; it is anticipated to commence in August 2015. This will then determine when the other milestones will be completed.
	Consult stakeholders	
	Assess demands	
	Alter current arrangements to achieve best operating model for Tamworth. Alter: Wards by numbers; members elected and timing of elections.	
	Continual reporting consultation followed by delivery of the outcomes in the public arena through the democratic process.	
Further develop an Organisational Development Strategy that supports the transformational change of TBC	Performance Management Framework designed to underpin Demand Management	Due 31 <sup>st</sup> December 2015.
	Delivery of Service Review as per the plan	Due 31 <sup>st</sup> December 2015.
	Stage Two of the Agile Working Project completed (Date TBA)	
Local Election		Local and Parliamentary Elections held on 7th May 2015.
Maximisation of income/collection Council Tax, Non-Domestic Rates, Debtors and Mortgages. Improved cash flow and local collection targets achieved – including monitoring of the impact of Welfare Benefit Reform and Business Rates retention.	In year % collection of Debtors – 95%	At the end of quarter one, the collection rate was 79.16%. Performance affected by one large outstanding invoice.
	In year % collection of Council Tax – 97.5%	At the end of quarter one, the collection rate was 30% against a year to date target of 29.8%.
	In year % collection of Non-Domestic Rates – 98%	At the end of quarter one, the collection rate

Corporate Project/Programme	Milestone/Measure of Success	Latest update (where applicable)
		was 29.5% against a year to date target of 28.5%.
Parliamentary Election		Local and Parliamentary Elections held on 7th May 2015.
Provision of financial advice, assistance and business support for Directorates & budget managers & preparation of monthly financial performance management reports for CMT & Quarterly for Cabinet	Bank Reconciliation completed within 10days (Payments Account) / 15 days (General Account) of period end	Bank Reconciliation completed within 13 days (General Account) for May / 5 days (Payments Account) for June 2015
	Ledgers closed down within 5 working days of period end	Financial ledger (efinancials) and Collaborative Planning budget setting & monitoring updated as at 30 June 2015 on 1 July 2015
	Spending maintained within approved budget and without significant underspends – target range of up to 5% underspend	Qtr 1 financial healthcheck to be reported to CMT / Cabinet July / August 2015
To complete the Final Accounts process with an unqualified audit opinion	Preparation of Draft Accounts	Draft Statement of Accounts prepared and circulated to Members of the Audit & Governance Committee (& to the External Auditors, Grant Thornton) on 29th May 2015. Draft Statement of Accounts reported to Audit & Governance Committee on 25 June 2015
	Completion of Statutory Returns to ODPM (Revenue Out-turn / Capital Out-turn / WGA return	Due date 30 <sup>th</sup> July 2015.
	Approval by Audit & Governance Committee by statutory deadline	Due date 30 <sup>th</sup> September 2015.
	Publication by statutory deadline	Due date 30 <sup>th</sup> September 2015.







## 2. Key Service Performance Indicators

### Assets and Environment Key Service Performance Indicators 2015/16







#### Assets & Environment

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Monitor the local air quality in Tamworth, taking any necessary action as dictated by the results		Yes	2015/16	Yes		06-Jul-2015 Air Quality within Tamworth within Government set limits. The Air Quality Management Area (AQMA) at Two Gates continues to be monitored and reviewed
Deliver 100% of the Housing Capital Programme			2015/16	100%		06-Jul-2015 The programme is currently running to planned profile

#### Environmental Health & Regulatory Services



PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
The number of food businesses that are 0 and 2 star rated		54	2015/16			
The percentage of planned interventions undertaken		100%	Q1 2015/16	100%		
Satisfaction of business with local authority regulation services (Tamworth)		90%	2014/15	80%		

## Environmental Management

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Percentage of fly tipping reported in Tamworth compared to the average reported in Staffordshire		9.4%	2014/15			
Percentage of reported fly tipping in Tamworth that is investigated.		100%	2014/15	100%		
Percentage of Tamworth streets that are above the required national cleansing standard		97.78%	2014/15	90%		
Percentage of all wards that are patrolled by a Community Warden Service		New PI (Reported annually)	New PI (Reported annually)	90%		









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## Waste Management














PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Percentage of household waste sent for reuse, recycling and composting (Tamworth)		52.40%	Q1 2015/16	52.00%		

## Communities Planning and Partnerships Key Service Performance Indicators 2015/16









### Community Development

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
The number of partners delivering services in response to agreed issues - Amington		32	Q1 2015/16	27		
The number of partners delivering services in response to agreed issues - Belgrave		31	Q1 2015/16	27		
The number of partners delivering services in response to agreed issues - Clascote		31	Q1 2015/16	27		
The number of partners delivering services in response to agreed issues - Stonydelph		33	Q1 2015/16	27		





## Community Leisure

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Total Attendance Overall - Assembly Rooms		6,385	Q1 2015/16	15,000		
Overall Satisfaction rated good/excellent - Assembly Rooms		93%	April 2014	96%		
Visitor Numbers (Outdoor Events)		10,500	Q1 2015/16	10,000		
Total Number of visits/usages - Tamworth Castle		11,879	Q1 2015/16	7,019		
Tip Advisor Rating - Tamworth Castle		4.5	2014/15	4.5		
Total 16+ attending organised activity across the Borough		40,444	Q1 2015/16	31,000		
Total under 16 attending organised activity across the Borough		42,226	Q1 2015/16	21,600		







## Community Safety

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Burglary Dwelling		43	Q1 2015/16	43		
Incidents of Anti-Social Behaviour		670	Q1 2015/16	507		
Serious Violence		11	Q1 2015/16	14		
Less Serious Violence		175	Q1 2015/16	139		









PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Serious Acquisitive Crime		123	Q1 2015/16	115		
Violence with injury		186	Q1 2015/16	152		

### Development Control





PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Processing of planning applications: Major applications (Tamworth)		50.00%	Q1 2015/16	60.00%		03-Jul-2015 2 major applications were determined during this period. One was determined within the statutory period the other was determined within 52 weeks and an extension of time was agreed with the applicant for this application. The application 0105/2014 related to Anker Valley (535 houses)
Processing of planning applications: Minor applications (Tamworth)		100.00%	Q1 2015/16	65.00%		
Processing of planning applications: Other applications (Tamworth)		91.04%	Q1 2015/16	80.00%		

### Economic Development





PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Percentage of working age population claiming Job Seekers Allowance		0.7%	Q4 2014/15	1.5%		
Percentage of total rateable value of commercial floorspace that is unoccupied		4.71%	Q4 2014/15	8.25%		



PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Percentage change in rateable value of commercial buildings		0.4%	Q4 2014/15	1%		

### Partnerships Support & Development





PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
20 new jobs created in existing organisations per annum directly attributable to interventions under the Contract (BDS – Infrastructure Support for business and third sector)		1	Q1 2015/16	5		
10 first-time business start ups over two years with information broken down by sector and level of support provided (BDS – Infrastructure Support for business and third sector)		1	Q1 2015/16	1.5		

### Planning and Regeneration

















PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
The occupancy levels of Town Centre retail outlets		90%	Q1 2015/16	91%		29-Jul-2015 There are 30 units vacant this quarter.
Net additional homes provided (Tamworth)		61	2014/15	170		30-Apr-2015 Gross completions for the year 2014/15 are 64 units, with 3 losses, giving a net figure of 61. This marks the 4th year in a row of completions lower than the planned target (170dpa). The Council's role in providing new homes is setting the right environment

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Page 17						<p>for house building by producing an up to date and sound Local Plan and the approval planning applications for sustainable development. Without the availability of large housing allocations it can be difficult to bring forward large amounts of additional housing. The current supply within Tamworth is predominantly made up of small application sites, the only remaining large site is Anker Valley, which now has planning permission, and it is expected completions for this site will start to come through by 2016/17, but possibly a small number in 2015/16.</p> <p>The new Local Plan has now been submitted for examination and it expected to be adopted by Q3 2015/16, this will set out the specific supply of housing within the borough for the next 15 years.</p> <p>Planning &amp; Regeneration will continue to work with the development industry in a productive manner to bring forward more housing within Tamworth.</p> <p>Despite the low completion rate, there still remains a supply of smaller applications sites; however progress by the house building industry has been slowed to bring forward these applications to completion. There are currently 406 dwellings with planning permission and a further 58 under construction. It is clear there is a supply of houses with planning permission, but perhaps for non planning reasons, the deliver of these sites has been delayed.</p>
	Number of affordable homes delivered (gross) (Tamworth)		42	2014/15	40	







## Children & Families Safeguarding

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
The number of reported concerns - Children		7	Q1 2015/16	7.25		
The number of reported concerns - Adults		9	Q1 2015/16	10		

## Finance Key Service Performance Indicators 2015/16



Corporate Finance						
PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Percentage of Invoices paid within 30 days		98.60%	June 2015	97.00%		
Percentage of Invoices paid within 10 days		87%	June 2015	85%		
Achievement of an unqualified audit opinion on the financial statements		Yes	2013/14	Yes		06-Oct-2014 Unqualified Audit opinion signed by Grant Thornton 25th September 2014. Audit Conclusion certificate issued 2nd October 2014
Spending maintained within approved budget and without significant underspends		0.86%	June 2015	-5%		
Number of material final account audit adjustments		0	2013/14	0		
Ledgers closed down within 5 working days of period end		1	Q1 2015/16	3		
Bank Reconciliation completed within 10 days (Payments Account)		4	Q1 2015/16	10		
Bank Reconciliation completed within 15 days (General Account) of period end		11.7	Q1 2015/16	15		

## Revenues Services









PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Percentage of Non-domestic Rates Collected		29.50%	Q1 2015/16	28.50%		
Percentage of Council Tax collected		30.00%	Q1 2015/16	29.80%		
Debtors current year collection		79.16%	Q1 2015/16	95%		

## Housing & Health Key Service Performance Indicators 2015/16







### Housing Empty Property Management

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Average number of days taken to re-let local authority housing (Standard Empty Homes)		15.33	Q1 2015/16	16		

### Housing Maintenance

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Percentage of properties with a valid Gas Safety Certificate		99.98%	Q1 2015/16	100%		
Percentage of all responsive repairs completed within target		98.03%	Q1 2015/16	97%		
Percentage of appointments kept as a percentage of appointments made		97.1%	Q1 2015/16	96%		
Percentage of responsive repairs completed on the first visit to the tenants home (glazing and external doors not included)		90.27%	Q1 2015/16	80%		









## Housing Rent Income Management

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Current tenants arrears as a percentage of the annual debit (excluding h/b adjustments)		2.25%	Q1 2015/16	1.9%		
Number of closed resolved anti-social behaviour cases		96%	June 2015			17-Jul-2015 96% of cases were closed resolved in June 2015
Number of closed unresolved anti-social behaviour cases		3	June 2015			17-Jul-2015 1 case was closed unresolved























## Legal & Democratic Key Service Performance Indicators 2015/16

### Solicitor and Monitoring Officer

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Number of Standard Searches carried out		337	Q4 2014/15			01-Apr-2015 89 full searches 248 personal searches
The number of exempt items presented to meetings		2	Q1 2015/16			
Percentage of Household Enquiry Forms returned		N/A	Q1 2015/16			06-Jul-2015 38,500 forms are being issued in late July 2015 with a second tranche scheduled for late August 2015. A return rate should be able to be calculated in time for the next reporting period.
Percentage of Individual Elector Registration Forms returned		N/A	Q1 2015/16			06-Jul-2015 38,500 forms are being issued in late July 2015 with a second tranche scheduled for late August 2015. A return rate should be able to be calculated in time for the next reporting period.







## Technology & Corporate Programmes Key Service Performance Indicators 2015/16

### Technology & Corporate Programmes









PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Percentage of incidents fixed by ICT		91.09%	Q1 2015/16	70%		
Incidents Responded within SLA		92.72%	Q1 2015/16	90%		
Incidents Resolved within SLA		96.69%	Q1 2015/16	90%		
IT Backups		91.48%	Q1 2015/16	100%		29-Jul-2015 This KPI is measured on full backups and a number have not completed fully, although still backed up all data. Data also copied off site within reciprocal data hosting arrangement with partner (Walsall MBC)
Service Availability		99.96%	Q1 2015/16	99%		
Freedom of Information Requests Responded To Within legislative timescales		96.58%	Q1 2015/16	100%		
ICT Support Desk - Percentage of calls answered within 15 seconds		85.69%	Q1 2015/16	92%		29-Jul-2015 Currently running with one vacancy on the ServiceDesk pending a full service review
ICT Support Desk - Percentage of calls abandoned		3.47%	Q1 2015/16	3%		29-Jul-2015 Currently running with one vacancy on the Service Desk pending a full service review
ICT Service Desk - Outstanding Incidents		107	Q1 2015/16			
LLPG Quality		5	Q1 2015/16	5		

## Transformation & Corporate Performance Key Service Performance Indicators 2015/16



### Customer Services

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
The number of face to face enquiries dealt with received by the Customer Services Centre		7,244	Q3 2014/15			
The number of telephone calls into the Customer Services Centre		23,495	Q3 2014/15			
The number of self serve processes available for customers		1	Q4 2013/14	1		



### Health and Safety

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Number of accidents to employees reported		5	Q1 2015/16			
Number of accidents to non-employees reported		2	Q1 2015/16			
Number of HSE notifications/interactions		2	Q1 2015/16			
Number of violent/threatening incidents		0	Q1 2015/16			





## Human Resources

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
Working Days Lost Due to Sickness Absence		2.87	Q1 2015/16	2.125		









## Payroll

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
The number of payroll errors		1	Q1 2015/16			

## Transformation and Corporate Performance

PI Code & Short Name	PI Status	Current Value	Last Update	Current Target	Performance compared to last reporting period	Comments
The number of hits on the website		208,224	Q1 2015/16			04-Aug-2015 The cause of the reduction in hits on the website is being investigated and will be reported in next quarter's performance report; the launch of the App could be a factor in this.
Average time spent on the website		3.30	Q1 2015/16			

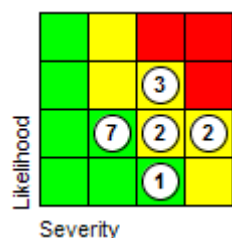
## Key to symbols

PI Status		Performance compared to last reporting period	
	Not at target		Improving
	Close to target		No Change
	At, or above, target		Getting Worse
	Unknown		
	Data Only PI (No target set)		

### 3. Corporate Risk register

The Corporate Risk register is reviewed and updated by the Corporate Management Team.

There are currently fifteen risks on the Corporate Risk Register, none of which are high risks and the “heat map” below indicates the current position of their risk status



### 4. Impact of Welfare Benefit Reform on Council services

Quarterly updates are presented to monitor the impact of welfare benefit reform changes on Council services including customer demand via customer services monitoring of calls/contacts together with the financial impact of collection and demand for benefits and effect on income streams such as rent, council tax and business rates.

#### Benefits

A reduction in DHP claims is reported - DHP claims are underspent by £77k with 66 successful claims from 124 applications (compared to 172 successful claims from 220 applications at June 2014).

Live caseload figures are 367 lower than 2014/15 – currently 6,696 (7,063 at June 2014) although there is a 4 week backlog (2.5 weeks as at 30 June 2014) with claims still to be processed which will increase this figure.

#### NNDR

Reminders (427 at 30 June) are lower than 2014/15 levels (463 at 30 June 2014) although summons & liability orders are higher.

Good collection performance by the Revenues team is reported with current year collection levels at 29.5%, ahead of target by 1% at 30 June (with collection of arrears also ahead of target). Court costs are at target of £2k.

#### Council Tax

Reminders are 640 lower than 2014/15 levels (5954 at 30 June 2015 compared to 6594 at 30 June 2014).

Strong collection performance is again reported - with current year collection levels at 30%, ahead of target by 0.2% at June 2015 (with a target of 97.5% for the 2014/15 financial year). Court cost income is also ahead of target by £9k at £46k.

Arrears for 2014/15 are slightly behind target at 19.6% compared to target of 24.5% - work is commencing on further approaches to realise more Council Tax revenue.

Collection Fund – the estimated surplus is £21k for the year with a LCTS projected underspend of £35k (total £56k).

### Customer Services

Visits to Marmion House / Council Tax, Housing Benefit & Rent enquiries – at the latest update, visits in the year to June 2015 were 2153 lower (5,709 by June 2015 compared to 7,862 by June 2014).

Council tax enquiries & payments were 967 lower (355 by June 2015 compared to 1,322 by June 2014).

Rent enquiries & payments 506 lower (134 by June 2015 compared to 640 by June 2014).

Housing Benefit enquiries were 665 lower (1,740 by June 2015 compared to 2,405 by June 2014).

### Housing

The Housing Income team continue to perform well - Total **Rent** arrears (excluding former tenants) at 30 June 2015 was £458k compared to £358k at 31 March 2015 – an increase of £100k (compared to a £67k increase as at 30 June 2014).

Total arrears (including garages etc.) are £1.5m at 30 June 2015, compared to £1.35m at 31 March 2015, an increase of £153k (compared to a £82k increase between 31 March 2014 and 30 June 2014).

Total arrears (including garages etc.) were £1.35m at 31 March 2015 compared to 31 March 2014 - £1.31m (£44k higher).

There were 6 evictions during quarter 1 of 2015/16 compared to 13 during quarter 1 of 2014/15.

## **5. Performance Management Framework**

Activity in quarter one 2015/16 saw:

- Following Cabinet approval, the combined Annual Review 2014/15 and Corporate Plan 2015/16 were made available on the Council's website,
- Key service performance indicators and high level corporate plan projects were made available for public viewing on the Council's website.

## 6. Sustainability Strategy

### Medium Term Financial Strategy 2015-2020 Monitoring, July 2015

On 22<sup>nd</sup> August 2013, Cabinet endorsed the document ‘Planning for a Sustainable Future’ as the overarching strategy for meeting the challenges forecast for the Council’s Medium Term Financial Strategy (MTFS). Following its introduction, work has been underway on the strands included within it designed to deliver savings and efficiencies to tackle the forecast deficit. The strategy contains a number of workstreams – led by CMT members - which all contribute to the organisation working in the most efficient way, providing the best services we can, while working towards reducing the shortfall in our budgets in coming years.

Last year’s budget report also outlined a proactive approach to the other major challenge that of ever increasing demand. By adopting the guiding principles, tools, techniques and transformational approaches, the Council can set about **managing demand** and thereby have greater control and the ability to align or target “supply” to managed “demand”.

The Corporate Management Team (CMT) review the most up-to-date budget forecasts on a quarterly basis, and discuss the delivery of the Sustainability Strategy and our Medium Term Financial Strategy (MTFS) – as outlined below.

#### General Fund

GENERAL FUND MTFS 2015/16-2019/20	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Projected Balances per MTFS Council February 2015	(3,831)	(3,685)	(2,544)	(505)	1,420	3,673	-
Revised Stress Tested: Central Case Forecast - July 2015	(4,911)	(4,766)	(2,760)	(1,005)	750	2,499	3,628

The forecast has been updated to include:

- a) the final outturn for 2014/15 – an improved position of c.£1.1m since the MTFS was approved;



- b) Updated Local Government Finance Settlement grant indications following indications of further austerity included within the Summer Budget in July 2015;
- c) Reflection of the 1% pay cap, living wage and insurance premium tax measures included within the Summer Budget in July 2015;
- d) any known changes to the savings targets included within the current MTFS;
- e) updated impact on investment income, new homes bonus and council tax income from expected housing developments (including the former Golf Course) - arising from discussions / joint working with Planning and Strategic Housing;
- f) Revised Business Rates income forecasts – following an increased appeals provision made in 2014/15.

When the 3 year MTFS for the General Fund was approved by Council in February 2015, the forecast MTFS shortfall in balances was c.£1.4m for 2018/19 increasing to £3.7m in 2019/20. Following the updates the forecast now identifies a shortfall in balances £0.75m over the 3 years to 2018/19 with a shortfall of c.£2.5m for 2019/20.

The shortfall over the next 5 years has been revised to £3.6m (£4.1m including the approved minimum balances level of £0.5m). The General Fund has benefited over the 5 year period by £1m due mainly to the pay award cap – however, the current forecast has also removed £2m in RSG grant income (pending the Spending Review outcome in the Autumn).

Achievement of further savings is dependent on the outcomes of ongoing service reviews or workstream actions.

With regard to the **Housing Revenue Account**, the position is forecast:

HRA MTFS 2015/16-2019/20	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Projected Balances per MTFS Council February 2015	(£4,847)	(£1,775)	(£1,304)	(£1,229)	(£1,403)	(£1,403)	(£1,403)
Revised:							
Revised Projected Balances - July 2015	(5,957)	(2,884)	(2,248)	(1,345)	16	2,255	6,791

The forecast has been updated to include:

a) the final outturn for 2014/15 – an improved position of c.£1.1m since the MTFS was approved;

b) Updated Rent income forecasts following the announcement in the Summer Budget in July 2015 that the Government will require social housing rents to be reduced by 1% a year for four years from 2016/17, requiring local authorities and housing associations to make savings - initial indications could mean a reduction in HRA rent income of c.£600k p.a. each year for 4 years (cumulative) due to the 1% reduction and as the planned inflationary increases of c.3% p.a. would also not be made;

c) Reflection of the 1% pay cap, living wage and insurance premium tax measures included within the Summer Budget in July 2015;

d) any known changes to the savings targets included within the current MTFS – including inclusion of Service Charges income of c.£0.5m p.a.;

e) It has been assumed that the proposed pay to stay scheme and the sale of higher value dwellings will have a broadly neutral effect.

When the 3 year MTFS for the HRA was approved by Council in February 2015, the forecast MTFS balances were c.£1.4m by 2019/20. Following the updates the forecast now identifies a shortfall in balances of c.£2.3m for 2019/20 with a shortfall over the next 5 years of £6.8m by 2020/21 (£7.3m including the approved minimum balances level of £0.5m).

The HRA has suffered additional costs and income reductions totalling c. £9m as a result of the Summer Budget (including a worse case assumption for 1% rent reduction) – this is mitigated by the improvement in the 2014/15 outturn underspend of £1.1m and inclusion of service charge income of £0.5m p.a. resulting in a net deterioration of £6m.

## 7. Financial Health check Report

### FINANCIAL HEALTHCHECK REPORT – PERIOD 3 JUNE 2015

#### Executive Summary

This section to the report summarises the main issues identified at the end of June 2015.

#### General Fund

##### Revenue

GENERAL FUND	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000
Chief Executive	48	50	2	-	9	9
Executive Director Corporate Services	(5)	(89)	(84)	518	461	(57)
Director of Finance	782	598	(184)	(328)	(280)	48
Director of Technology & Corporate Programmes	412	453	41	57	83	26
Solicitor to the Council	223	227	4	712	724	12
Director of Transformation & Corporate Performance	321	378	57	278	315	37
Director of Communities, Planning & Partnerships	389	307	(82)	2,783	2,846	63
Director of Housing & Health	(20)	(34)	(14)	1,042	1,034	(8)
Director of Assets & Environment	1,012	940	(72)	3,400	3,343	(57)
<b>Total</b>	<b>3,162</b>	<b>2,830</b>	<b>(332)</b>	<b>8,462</b>	<b>8,535</b>	<b>73</b>

- The General Fund has a favourable variance against budget at Period 3 of £332k.
- The projected full year position identifies a projected unfavourable variance against budget of £73k or 0.86%.
- This projection has highlighted several budget areas for concern (detailed at **Appendix A**). On going investigations into these areas have been initiated to mitigate the levels of the deficit.
- A balance of £65k was held in the General Contingency Budget at the end of June 2015.

GENERAL FUND	Budget Reprofiled from 2014/15 £000	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile £000	Outturn £000
Chief Executive	-	-	-	-	-	-	-	-	-
Executive Director Corporate	-	-	-	-	-	-	-	-	-
Director of Finance	-	-	-	-	-	-	-	-	-
Director of Technology & Corporate Programmes	89	56	13	(43)	149	149	-	-	149
Solicitor to the Council	-	-	-	-	-	-	-	-	-
Director of Transformation & Corporate Performance	25	25	22	(3)	25	25	-	-	25
Director of Communities, Planning & Partnerships	627	640	36	(604)	877	877	-	-	877
Director of Housing & Health	122	122	-	(122)	122	122	-	-	122
Director of Assets & Environment	448	217	198	(19)	763	763	-	-	763
Contingency	340	616	-	(616)	1,616	1,616	-	-	1,616
<b>TOTAL GENERAL FUND</b>	<b>1,651</b>	<b>1,676</b>	<b>269</b>	<b>(1,407)</b>	<b>3,552</b>	<b>3,552</b>	<b>-</b>	<b>-</b>	<b>3,552</b>

- Capital expenditure incurred was £269k compared to a profiled budget of £1.68m.
- It is predicted that £3.55m will be spent by the year-end compared to a full year budget of £3.55m (this includes re-profiled schemes from 2014/15 of £1.65m).
- A summary of Capital expenditure is shown at **Appendix B**.

## Treasury Management

- At the end of June 2015 the Authority had £37.503m invested in the money markets (excluding the £1.246m which is classified as sums at risk invested in Icelandic Banks). The average rate of return on these investments is 0.64% though this may change if market conditions ease. At this point it is anticipated that our investments will earn approximately £330k compared to the budgeted figure of £260k, a favourable variance of £70k, due to higher investment balances.
- Borrowing by the Authority stood at £65.060m at the end of June 2015, all being long term loans from the Treasury Public Works Loans Board. The average rate payable on these borrowings equates to 4.47%. At this point it is anticipated that our interest payments will be £2.908m which is no variance to budget.
- A more detailed summary of the Treasury Management situation, detailing our current Lending and Borrowings together with the situation with our Icelandic investments, can be found at **Appendix C**.

## Balances

Balances on General Fund are projected to be in the region of £4.69m at the year-end from normal revenue operations compared to £3.69m projected within the 2015/16 budget report – additional balances of £1m.

## Housing Revenue Account (HRA)

### Revenue

HOUSING REVENUE ACCOUNT	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000
Director of Housing & Health	833	873	40	4,057	4,169	112
Director of Assets & Environment	(115)	(117)	(2)	-	7	7
HRA Summary	(4,530)	(5,064)	(534)	(985)	(1,125)	(140)
Housing Repairs	1,037	865	(172)	-	-	-
<b>Total</b>	<b>(2,775)</b>	<b>(3,443)</b>	<b>(668)</b>	<b>3,072</b>	<b>3,051</b>	<b>(21)</b>

- The HRA has a favourable variance against budget at Period 3 of £668k.
- The projected full year position identifies a favourable variance against budget of £21k. Individual significant budget areas reflecting the variance are detailed at **Appendix A**.

### Capital

HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2014/15 £000	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile £000	Outturn £000
Director of Housing & Health	977	3,030	1,382	(1,648)	6,792	6,772	(20)	-	6,772
Director of Assets & Environment	1,326	1,152	791	(361)	5,789	5,789	-	-	5,789
HRA Summary	-	-	-	-	-	-	-	-	-
HRA Contingency	-	149	-	(149)	150	150	-	-	150
<b>TOTAL HOUSING REVENUE ACCOUNT</b>	<b>2,303</b>	<b>4,331</b>	<b>2,173</b>	<b>(2,158)</b>	<b>12,731</b>	<b>12,711</b>	<b>(20)</b>	<b>-</b>	<b>12,711</b>

- Housing Capital expenditure of £2.17m has been incurred as at the end of Period 3 compared to a profiled budget of £4.33m.
- It is predicted that £12.71m will be spent by the year-end compared to the full year budget of £12.73m (including £2.30m re-profiled from 2014/15);
- A summary of Capital expenditure is shown at **Appendix B**.

### Balances

- Balances on the Housing Revenue Account are projected to be in the region of £2.906m at the year-end compared to £1.774m projected within the 2015/16 budget report – additional balances of £1.13m.

## General Fund – Main Variances

Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Full Year Position Budget	Full Year Position Predicted Outturn Variance	Full Year Position Predicted Outturn	Comment
Community Development	Salaries	17,389	27,510	(10,121)	110,010	(40,000)	70,010	Community Development Officer post vacant still under review and one employee not in superannuation scheme
Safer Stronger Communities Fund	External Funding Opportunities	-	42,770	(42,770)	85,530	-	85,530	Spend plan is being formulated
	Supporting People	31,818	-	31,818	-	-	-	
Local Strategic Partnerships	Contribution From Staffs C C.	(34,510)	-	(34,510)	-	-	-	Money received from SCC .To be held on behalf of TSP and to be used for troubled families. Not subject to time constraints and will be held in reserve if not spent this financial year.
Assembly Rooms Bar	Bar Sales	(7,317)	(11,610)	4,293	(50,000)	20,000	(30,000)	Sales are down generally and with uncertainty around planned closure it is estimated that bar income will be below target. It is hoped that savings can be made elsewhere across the service to mitigate the situation.
Disabled Facilities Grant-Admin	Salaries	5,057	7,560	(2,503)	30,260	(25,200)	5,060	Currently running with a vacant post and reviewing outcome with external agency. Post to be reviewed as contract proceeds.
Commercial Property Management	Rents	(501,282)	(512,500)	11,218	(837,250)	33,000	(804,250)	Based on current estimated usage. The situation will be closely monitored throughout the year.
Industrial Properties	Rents	(303,917)	(280,800)	(23,117)	(685,000)	(31,000)	(716,000)	Based on current estimated usage. The situation will be closely monitored throughout the year.

Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Full Year Position Budget	Full Year Position Predicted Outturn Variance	Full Year Position Predicted Outturn	Comment
Outside Car Parks	Short Stay Car Parking	(226,555)	(226,200)	(355)	(870,000)	(40,000)	(910,000)	Increased income expected based on current increased usage as a result of change in new parking enforcement arrangements. The situation will be closely monitored throughout the year.
Civil Parking Enforcement	Standard Charges	(10,701)	(30,205)	19,504	(120,820)	40,000	(80,820)	New staff involved in the process coupled with a change in the statutory observation period has resulted in less tickets issued. Compliance in car parks generally high and new technology enabling staff to use discretion and educate and address regular concerns.
Public Spaces	Equipment Hire	18,316	31,140	(12,824)	124,530	(30,000)	94,530	Additional budget in 2015/16 for new contracts for equipment and vehicle hire. Working on contracts still progressing may slip into 2016/17 depending on the suitability of existing procurement frameworks.
Joint Waste Arrangement	Specific Contingency	-	50,000	(50,000)	50,000	(50,000)	-	Specific contingency budget not expected to be used - budgets will be monitored closely throughout the year.
Homelessness	Bed And Breakfast Cost	91,419	22,140	69,279	88,510	-	88,510	Increased demand reflects national trends relating to both increased homelessness and use of temporary accommodation. Measures to mitigate this position locally are now being put into place and actioned.
	Bed & Breakfast Income	(96,424)	(22,130)	(74,294)	(88,510)	-	(88,510)	Increased income off sets increased expenditure.



Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Full Year Position Budget	Full Year Position Predicted Outturn Variance	Full Year Position Predicted Outturn	Comment
Corporate Finance	Contribution To Reserves	-	-	-	150,000	(150,000)	-	Increased levy payment means no funds available for transfer to reserve
	NNDR Levy Payments	-	-	-	498,000	256,683	754,683	Increased levy forecast due to higher business rates income levels
	Government Grants	(255,473)	(91,748)	(163,725)	(366,990)	(27,667)	(394,657)	Increased S31 grant forecast
Treasury Management	Misc. Interest & Dividends	(84,890)	(64,890)	(20,000)	(259,500)	(70,000)	(329,500)	Higher investment balances than budgeted
Benefits	Rent Allowances	2,378,699	3,227,250	(848,551)	10,734,610	(444,534)	10,290,076	Based on DWP Claim as at P3
	Non-HRA Rent Rebates	79,417	32,760	46,657	131,110	186,558	317,668	Based on E-Fins @ P3
	Council Tenant Rent Rebates	2,898,800	2,994,030	(95,230)	11,285,340	251,189	11,536,529	Based on DWP Claim as at P3
	Council Tenant Grant	(2,810,930)	(2,945,020)	134,090	(11,100,290)	(143,429)	(11,243,719)	
	Private Tenant Grant	(2,281,273)	(3,144,930)	863,657	(10,443,000)	557,485	(9,885,515)	
	Non-HRA Rent Rebate Grant	(59,842)	(21,450)	(38,392)	(85,890)	(173,427)	(259,317)	DHP Grant rec'd to date
	Discretionary Housing Payment Grant	(31,217)	-	(31,217)	-	(31,217)	(31,217)	
	Overpayment Private Tenant	(193,642)	(113,820)	(79,822)	(455,260)	(319,308)	(774,568)	Based on e-Fins @ P3
	Overpayment Council Tenant	(141,874)	(71,250)	(70,624)	(285,040)	(282,456)	(567,496)	
	Pt Overpayment Recovery	51,299	-	51,299	-	205,196	205,196	
Ct Overpayment Recovery	28,266	-	28,266	-	113,064	113,064		

Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Full Year Position Budget	Full Year Position Predicted Outturn Variance	Full Year Position Predicted Outturn	Comment
Benefits Administration	Vacancy Allowance	-	(7,770)	7,770	(31,030)	31,030	-	Vacancy allowance budgeted saving
	Government Grants	(46,140)	(10,000)	(36,140)	(10,000)	-	(10,000)	Government grants not yet spent

### Housing Revenue Account – Main Variances

Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Full Year Position Budget	Full Year Position Predicted Outturn Variance	Full Year Position Predicted Outturn	Comment
H R A Summary	Provision For Bad Debts	75,532	470,000	(394,468)	470,000	-	470,000	Budget reflects potential impact of welfare reforms and escalation of arrears but presently bad debt is being contained by robust and effective arrears recovery management
	Rents	(5,043,741)	(4,907,933)	(135,808)	(18,121,600)	(140,000)	(18,261,600)	Rent income is currently exceeding budget due to void levels being lower than budgeted but this is offset by right to buy sales and properties being vacated pending demolition prior to regeneration.
Repairs Contract	Responsive Repairs	454,983	390,675	64,308	1,562,700	-	1,562,700	Mears to be instructed to ensure works are correctly invoiced against budget codes
	Voids	127,845	212,000	(84,155)	848,000	-	848,000	Mears to be instructed to ensure works are correctly invoiced against budget codes
	Planned Maintenance	31,269	112,500	(81,231)	450,000	-	450,000	Predict sufficient work to take up full budget

## Capital Programme Monitoring

GENERAL FUND	Budget Reprofiled from 2014/15 £000	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile £000	Outturn £000	Comments
<b>Director of Technology &amp; Corporate Programmes</b>										
Replacement It Technology	2	16	-	(16)	62	62	-	-	62	Planned Technology Refresh
EDRMS (Electronic Document Records Management System)	63	16	13	(3)	63	63	-	-	63	Project to be recommenced once server infrastructure update is completed
IP/ Telephone/ Network	24	24	0	(24)	24	24	-	-	24	-
Gazetteer Development	-	-	-	-	-	-	-	-	-	To be utilised on Data Manipulation Tool
<b>Directorate Total</b>	<b>89</b>	<b>56</b>	<b>13</b>	<b>(43)</b>	<b>149</b>	<b>149</b>	<b>-</b>	<b>-</b>	<b>149</b>	
<b>Director of Transformation &amp; Corporate Performance</b>										
Website	20	20	22	2	20	20	-	-	20	Commitment raised for replacement Q-Matic system
HR / Payroll System	5	5	-	(5)	5	5	-	-	5	Self-serve to be implemented
<b>Directorate Total</b>	<b>25</b>	<b>25</b>	<b>22</b>	<b>(3)</b>	<b>25</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>25</b>	
<b>Director of Communities, Planning &amp; Partnerships</b>										
Castle HLF	-	-	-	-	-	-	-	-	-	-
Assembly Rooms Development	-	-	1	1	200	200	-	-	200	Project successful in funding bids and moving forward with timeline detailed in reports. Further report for next stage to be submitted to cabinet later this year.

GENERAL FUND	Budget Reprofiled from 2014/15 £000	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile £000	Outturn £000	Comments
Castle Mercian Trail	350	350	-	(350)	350	350	-	-	350	HLF have requested further information and revisions to the bid which will mean resubmitting it later in 2015/16
Gateways	277	290	35	(255)	327	327	-	-	327	The County Council are progressing the works to the Ladybridge. Phase two between the Station and the town is also being designed for spend later in the programme with the potential to start in 2015/16.
Castle Repairs	-	-	-	-	-	-	-	-	-	-
<b>Directorate Total</b>	<b>627</b>	<b>640</b>	<b>36</b>	<b>(604)</b>	<b>877</b>	<b>877</b>	<b>-</b>	<b>-</b>	<b>877</b>	
<b>Director of Housing &amp; Health</b>										
42 Private Sector Coalfields Fund	122	122	-	(122)	122	122	-	-	122	Approach to Empty Homes to be reviewed August 2015 in light of both the Waterloo Housing / HCA Programme ending and the need to utilise these resources to enable expansion of PSL scheme as part of the plan to reduce the use of B&B
Home Repair Assistance Grant	-	-	-	-	-	-	-	-	-	-
<b>Directorate Total</b>	<b>122</b>	<b>122</b>	<b>-</b>	<b>(122)</b>	<b>122</b>	<b>122</b>	<b>-</b>	<b>-</b>	<b>122</b>	
<b>Director of Assets &amp; Environment</b>										
Disabled Facilities Grant	171	159	176	17	471	471	-	-	471	Current backlog of work with the Home Improvement Agency exceeds the budget available for the full year and new cases are being referred all the time.

GENERAL FUND	Budget Reprofiled from 2014/15 £000	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile £000	Outturn £000	Comments
CCTV Camera Renewals	5	-	-	-	20	20	-	-	20	Ongoing planned enhancement and upgrades to existing systems
Streetscene Service Delivery Enhancements	30	30	-	(30)	30	30	-	-	30	Delays in the project due to the delays in the full implementation of the CRM system - future agile service delivery dependant on delivery of scheme.
Designate New Cemetery Land	-	-	-	-	-	-	-	-	-	Scheme complete - retention payment still to be paid in June 2015
Wigginton Park Section Section 106	54	-	-	-	54	54	-	-	54	Work ongoing to deliver items from the Wigginton Park Management Plan
Broadmeadow Nature Reserve	58	21	22	1	58	58	-	-	58	Work ongoing to complete works from the management plan and HLS agreement.
Public Open Space Section 106	123	-	-	-	123	123	-	-	123	Project group established - list of works currently be considered
Bmx Track	7	7	-	(7)	7	7	-	-	7	Balance of external funding held for future works
<b>Directorate Total</b>	<b>448</b>	<b>217</b>	<b>198</b>	<b>(19)</b>	<b>763</b>	<b>763</b>	<b>0</b>	<b>0</b>	<b>763</b>	
<b>Contingency</b>										
Gf Contingency	50	50	-	(50)	50	50	-	-	50	Funding to be released by Cabinet once a report detailing the new requirement had been approved
Cont-Return On Investment	160	160	-	(160)	160	160	-	-	160	Provisional project - funding cannot be released until detailed scheme approved by Cabinet
GF Contingency Agile Working - Floor Refurbishment	0	228	-	(228)	228	228	-	-	228	Provisional project - funding cannot be released until detailed scheme approved by Cabinet

GENERAL FUND	Budget Reprofiled from 2014/15 £000	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile £000	Outturn £000	Comments
GF Contingency Agile Working - Furniture	0	48	-	(48)	48	48	-	-	48	Provisional project - funding cannot be released until detailed scheme approved by Cabinet
GF Contingency Plant and Equipment	-	-	-	-	1,000	1,000	-	-	1,000	Funding to be used to provide most financially advantageous replacement of plant and equipment. Business case to be provided for any potential schemes
Private Sector Improvement Grants (Coalfields Funding)	130	130	-	(130)	130	130	-	-	130	Cabinet Nov 2013 approved use for Works in Default Scheme. Details of scheme being worked up.
<b>Directorate Total</b>	<b>340</b>	<b>616</b>	<b>-</b>	<b>(616)</b>	<b>1,616</b>	<b>1,616</b>	<b>-</b>	<b>-</b>	<b>1,616</b>	
<b>GENERAL FUND TOTAL</b>	<b>1,651</b>	<b>1,676</b>	<b>269</b>	<b>(1,407)</b>	<b>3,552</b>	<b>3,552</b>	<b>-</b>	<b>-</b>	<b>3,552</b>	

HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2014/15 £000	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile £000	Outturn £000	Comments
<b>Director of Housing &amp; Health</b>										
Gas Cent Heating Upgrade & Ren 2012	75	213	124	(89)	631	631	-	-	631	MFS on track to complete within budget
Gas Heating Belgrave	-	71	57	(14)	285	285	-	-	285	
Carbon Monoxide Detectors	89	89	89	-	89	89	-	-	89	
Tinkers Green Project	-	329	323	(6)	1,314	1,314	-	-	1,314	Decant of phase 3 tenants underway and work on CPO progressing
Kerria Estate Project	477	537	19	(518)	717	717	-	-	717	CPO Process ongoing
Regeneration General	336	991	-	(991)	2,956	2,956	-	-	2,956	Plans to utilise these resources are currently being formulated. These plans are linked to the procurement of a development partner to take forward identified sites.
Other Acquisitions	-	800	770	(30)	800	780	(20)	-	780	4 Properties have completed the remainder are in the legal process and should complete before September. Insufficient budget available to buy any further properties
<b>Directorate Total</b>	<b>977</b>	<b>3,030</b>	<b>1,382</b>	<b>(1,648)</b>	<b>6,792</b>	<b>6,772</b>	<b>(20)</b>	<b>-</b>	<b>6,772</b>	
<b>Director of Assets &amp; Environment</b>										
Structural Works	31	81	36	(45)	231	231	-	-	231	More work awaiting completion that budget will allow.
Bathroom Renewals 2012	42	231	126	(105)	797	797	-	-	797	Sufficient work to take up full budget
Kitchen Renewals 2012	50	275	92	(183)	947	947	-	-	947	
High Rise Lift Renewals 2012	378	-	-	-	713	713	-	-	713	No work to commence until outcome of structural survey is known.
Fire Upgrades To Flats 2012	553	-	-	-	853	853	-	-	853	

HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2014/15 £000	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile £000	Outturn £000	Comments
Sheltered Schemes	-	-	-	-	250	250	-	-	250	Schemes being identified by Housing, to follow on from Cabinet report in July.
Thomas Hardy Court Heating Replacement	24	24	23	(1)	24	24	-	-	24	Works nearing completion
Energy Efficiency Improvements	-	-	-	-	50	50	-	-	50	Working with ERDF bid to fund a pilot scheme. The outcome of the bid won't be known until September.
Roofing High-Rise 2012	43	-	-	-	43	43	-	-	43	No work to commence until outcome of structural survey is known.
Roofing Overhaul & Renewal 2012	-	38	80	42	153	153	-	-	153	Sufficient work to take up full budget.
Fencing/Boundary Walls 2012	-	8	7	(1)	30	30	-	-	30	
Window & Door Renewals 2012	-	73	112	39	292	292	-	-	292	
High Rise Balconies	60	-	-	-	585	585	-	-	585	No work to commence until outcome of structural survey is known.
External and Environmental Works	92	142	81	(61)	292	292	-	-	292	Sufficient work to take up full budget.
Disabled Adaptations	53	128	83	(45)	353	353	-	-	353	
Capital Salaries 2012	-	150	149	(1)	166	166	-	-	166	Costs and provisional outturn based on latest estimates of staffing costs
CDM Fees 2012	-	2	2	-	10	10	-	-	10	Annual contract agreed
HRA Agile Working	-	-	-	-	-	-	-	-	-	-
<b>Directorate Total</b>	<b>1,326</b>	<b>1,152</b>	<b>791</b>	<b>(361)</b>	<b>5,789</b>	<b>5,789</b>	<b>-</b>	<b>-</b>	<b>5,789</b>	
<b>HRA Contingency</b>										



HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2014/15 £000	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile £000	Outturn £000	Comments
HRA Contingency	-	100	-	(100)	100	100	-	-	100	Funding to be released by Cabinet once a report detailing the new requirement had been approved
HRA Contingency Agile Working - Furniture	-	49	-	(49)	50	50	-	-	50	Provisional project - funding cannot be released until detailed scheme approved by Cabinet
<b>Directorate Total</b>	<b>-</b>	<b>149</b>	<b>-</b>	<b>(149)</b>	<b>150</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>150</b>	
<b>HOUSING REVENUE ACCOUNT TOTAL</b>	<b>2,303</b>	<b>4,331</b>	<b>2,173</b>	<b>(2,158)</b>	<b>12,731</b>	<b>12,711</b>	<b>(20)</b>	<b>-</b>	<b>12,711</b>	

**Treasury Management Update – Period 3 - 2015/16****Investments held as at 30<sup>th</sup> June 2015:**

Borrower	Deposit £m	Rate %	From	To	Notice
Lloyds Bank	1.00	1.00	01-Oct-14	01-Oct-15	-
Lloyds Bank	1.00	1.00	31-Oct-14	30-Oct-15	-
Lloyds Bank	1.00	1.00	10-Nov-14	09-Nov-15	-
Nationwide	2.00	0.66	08-Jan-15	08-Jul-15	-
Nationwide	1.00	0.66	15-Jan-15	15-Jul-15	-
Barclays Bank	2.00	0.63	03-Feb-15	03-Aug-15	-
Bank of Scotland	2.00	1.00	11-Feb-15	10-Feb-16	-
Barclays Bank	1.00	0.63	05-Mar-15	07-Sep-15	-
Barclays Bank	1.00	0.63	01-Apr-15	01-Oct-15	-
Bank of Scotland	2.00	1.00	01-Apr-15	30-Mar-16	-
Standard Chartered Bank	2.00	0.68	02-Apr-15	02-Oct-15	-
Coventry	1.00	0.45	07-Apr-15	07-Jul-15	-
Santander UK plc	3.00	0.70	10-Apr-15	09-Oct-15	-
Coventry	1.00	0.45	20-Apr-15	20-Jul-15	-
Royal Bank of Scotland	2.00	0.84	30-Apr-15	28-Apr-16	-
Nationwide	1.00	0.66	07-May-15	09-Nov-15	-
Royal Bank of Scotland	2.00	0.92	22-May-15	22-Apr-16	-
Barclays Bank	1.00	0.66	05-Jun-15	04-Dec-15	-
Santander	1.00	0.40	-	-	On call
MMF - PSDF	4.72	0.39*	-	-	On call
MMF – IGNIS	4.62	0.43*	-	-	On call
MMF - Deutsche	0.13	0.38*	-	-	On call
<b>Total</b>	<b>37.5</b>	<b>0.64 (avg)</b>			

\* Interest rate fluctuates daily dependant on the funds investment portfolio, rate quoted is approximate 7 day average.

**External Borrowing as at 30<sup>th</sup> June 2015:**

<b><u>Borrowing from PWLB</u></b>				
<b><u>Loan Number</u></b>	<b><u>Rate</u></b>	<b><u>Principal</u></b>	<b><u>Start</u></b>	<b><u>Maturity</u></b>
468372	11.625%	1,000,000	29/03/1990	18/08/2015
468478	11.750%	2,000,000	23/04/1990	18/02/2017
475875	8.875%	1,200,000	29/04/1995	25/04/2055
478326	8.000%	1,000,000	17/10/1996	17/10/2056
479541	7.375%	1,000,000	28/05/1997	28/05/2057
479950	6.750%	2,000,000	02/10/1997	03/09/2057
481087	5.625%	3,000,000	22/06/1998	22/06/2058
481641	4.500%	1,400,000	09/10/1998	09/10/2058
483694	4.875%	92,194	21/12/1999	18/10/2059
484204	5.125%	2,000,000	20/04/2000	18/10/2015
488835	5.000%	2,000,000	01/07/2004	01/07/2034
490815	4.250%	1,000,000	24/11/2005	24/05/2031
494265	4.430%	2,000,000	21/01/2008	01/01/2037
494742	4.390%	700,000	15/08/2008	15/08/2058
500759	3.520%	5,000,000	28/03/2012	28/03/2053
500758	3.510%	5,000,000	28/03/2012	28/03/2054
500757	3.510%	5,000,000	28/03/2012	28/03/2055
500761	3.510%	5,000,000	28/03/2012	28/03/2056
500755	3.500%	5,000,000	28/03/2012	28/03/2057
500756	3.500%	3,000,000	28/03/2012	28/03/2058
500753	3.500%	1,000,000	28/03/2012	28/03/2059
500760	3.490%	5,000,000	28/03/2012	28/03/2060
500762	3.490%	5,000,000	28/03/2012	28/03/2061
500754	3.480%	5,668,000	28/03/2012	28/03/2062
<b>Total</b>		<b>65,060,194</b>		

**ICELANDIC BANKING SITUATION AS AT 30/6/2015**

	<b>Deposit with;</b>	<b>Ref Number</b>	<b>Date Invested</b>	<b>Amount</b>	<b>%</b>
1	GLITNIR	1696	10/10/2007	1,000,000	
	GLITNIR	1715	31/08/2007	1,000,000	
	GLITNIR	1754	14/12/2007	1,000,000	
	Total Principal			3,000,000	
	Estimated of Contractual or Interest due to point of administration (subject to currency exchange rate fluctuations)			155,000	
	Total of Claim			3,155,000	
	Repayments Received to date			(2,554,432) *	80.96
	<b>Outstanding at 30/6/2015</b>			<b>600,568</b> **	
	<b>Estimated Remaining</b>			<b>600,568</b>	

\*Partial repayment received on the 15th March 2012 in GBP/EUR/USD/NOK. The balance is currently being held in Icelandic Krone (ISK). Release of these funds is dependent on a change in Icelandic Law which currently does not allow the distribution of ISK ou

- Best case recovery 100%

2	Heritable Bank	1802	12/09/2008	500,000	
	Heritable Bank	1803	15/09/2008	1,000,000	
	Total Principal			1,500,000	
	Interest due at point of administration 07/10/2008			5,127	
	Total of Claim			1,505,127	
	Repayments Received to date			(1,415,080)	94.02
	<b>Outstanding at 30/6/2015</b>			<b>90,047</b>	
	<b>Estimated Remaining</b>			<b>-</b>	

- Final recovery received of 94.02% (declared 23/08/13, though Administrators are retaining a contingency for disputed claims that could be distributed at a later date).

3	Singer & Friedlander	1716	31/08/2007	1,000,000	
	Singer & Friedlander	1740	31/10/2007	1,000,000	
	Singer & Friedlander	1746	14/01/2008	1,000,000	
	Total Principal			3,000,000	
	Interest due at point of administration 08/10/2008			175,256	
	Total of Claim			3,175,256	
	Repayments Received to date			(2,619,586)	82.50
	<b>Outstanding at 30/6/2015</b>			<b>555,670</b>	
	<b>Estimated Remaining</b>			<b>87,320</b>	

- Current indications project an 82.5% recovery of our investments

<b>Summary</b>					
	Total Principal			7,500,000	
	Interest			335,383	
	Total of Claim			7,835,383	
	Repayments Received to date			(6,589,098)	84.09
	<b>Outstanding at 30/6/2015</b>			<b>1,246,285</b>	
	<b>Estimated Remaining</b>			<b>687,888</b>	

1 Registered Bank in Iceland - In Administration under Icelandic Law

2 & Registered Bank in UK - In Administration in UK by Ernst & Young

3 Under English Law

**Total Estimated Recovery (including Outstanding)**

7,276,986

**Total Estimated % Remaining**

92.87%

## CABINET

20<sup>th</sup> August 2015

### REPORT OF THE PORTFOLIO HOLDER FOR OPERATIONS AND ASSETS

#### **Grants To Voluntary Organisations (Small Grants Scheme)/Local Arts Grant Scheme/Sports Grants Scheme**

#### **EXEMPT INFORMATION**

None

#### **PURPOSE**

To inform Members of the Small Grants, Arts Grants and Sport Grants awards made during 2014/15

#### **RECOMMENDATIONS**

**That the Cabinet endorses the outturn of the Cabinet (Grants) Sub-Committee**

#### **EXECUTIVE SUMMARY**

Tamworth Borough Council operates a number of small grant schemes designed to encourage community and voluntary groups to develop in Tamworth and to support the delivery of the Councils vision and corporate priorities,

Tamworth Borough Council has three small grant schemes 1) Grants to Voluntary and Community Groups, 2) Arts Grants and 3) Sports Grants.

Applications are therefore invited from any group or individuals living within the Borough of Tamworth who require financial support to pursue services/ activities.

The Cabinet Grants Sub-Committee meets on a quarterly basis to consider grant applications from Voluntary Organisations and Local Arts. This report is to provide Members with details of awards made during 2014/15.

#### **RESOURCE IMPLICATIONS**

This report accords with the funding framework endorsed by the Cabinet in July 2005.

The grant awards have been met from the 2014/15 Grants to Voluntary Organisations and Local Arts Grants budgets and retained funds.

There are no staffing, community/performance planning, sustainable development, community safety, equal opportunities or human rights implications arising from this report.

**LEGAL/RISK IMPLICATIONS BACKGROUND**

There are no associated risks arising directly from the report.

**BACKGROUND INFORMATION**

**UPDATE ON GRANTS AWARDED TO VOLUNTARY AND COMMUNITY ORGANISATIONS 2014/2015**

During the period 1st April 2014 - 31st March 2015 a budget of £10,100 was allocated and a retained fund of £5,421.30 giving a total budget available of £15,021.30 with £10,040.00 awards being granted to the groups listed in Appendix 1

**UPDATE ON GRANTS AWARDED LOCAL ARTS 2014/2015**

During the period 1st April 2014 - 31st March 2015 a budget of £4,460.00 was allocated and a retained fund of £348.00 giving a total budget available of £4,808.00 with £3,360.00 awards being granted to the groups listed in Appendix 1

**UPDATE ON GRANTS AWARDED SPORTS 2014/15**

During the period 1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2015 a budget of £17,390 was allocated with £11,457.77 awards being granted to the groups listed in Appendix 1

**REPORT AUTHOR**

Karen Clancy

**LIST OF BACKGROUND PAPERS**

Background Papers: -	Voluntary & Community Organisations Application Forms
	Local Arts Grants Application Forms

## APPENDIX 1

Grants Awarded from April 2014 - March 2015

Generated on: 04 June 2015

Grant Type	Beneficiary	Purpose of expenditure	Grant amount
Arts Grants	Museufy	workshop materials and artists fees for the project	£460.00
Arts Grants	Shoe Box Theatre	project continuation funding	£500.00
Arts Grants	Synchronicity Dance	Room Hire for performance	£500.00
Arts Grants	Fired Up Theatre	<u>Towards:</u> development of a programme of Theatre including a tour and workshops	£500.00
Arts Grants	MS Society	<u>Towards:</u> costs associated with starting a Choir	£500.00
Arts Grants	Tamworth District Scouts	<u>Towards:</u> running costs associated with the Gang Show production 2016	£500.00
Arts Grants	Tamworth Arts Club	<u>Towards:</u> purchase equipment – shed for costume storage	£400.00
Small Grants	Tamworth Amateur Radio	Generator & Training for Foundation Licence	£500.00
Small Grants	M S Society	Tutor Fees for Tai Chi Classes	£500.00
Small Grants	Polish Community of Tamworth	Equipment for Saturday School	£500.00
Small Grants	Tamworth Twinning Association	promotion leaflets, display stand & hire of venue for concert	£500.00
Small Grants	Tamworth University of the Third Age	Musical Keyboard to accompany the Choir Group	£500.00
Small Grants	Wilnecote Wildlife Conservation	Equipment to support maintenance and improvement of the LNR	£500.00
Small Grants	Sacred Heart Senior Citizen Club	A social outing for Members	£500.00
Small Grants	TAME Community First Responders	Brief description of what the grant is to be used for.	£340.00
Small Grants	Soroptimist	cost of speakers for Empower, Enable, Educate Conference	£500.00
Small Grants	Staffordshire Regimental Museum	Equipment – Lawnmower & Strimmer	£500.00
Small Grants	Dig-It	:Running Cost – Room Hire, Telephone Helpline & Equipment – Craft Materials and	£500.00

Grant Type	Beneficiary	Purpose of expenditure	Grant amount
		Promotional Materials	
Small Grants	Dosthill Park Wildlife Group	Meeting Room hire, Stationery & extension to Board Walk	£500.00
Small Grants	Friends of Warwickshire Moor	Repair of equipment & signage	£500.00
Small Grants	South Staffordshire Cruse Bereavement	running costs	£500.00
Small Grants	Amington Fete	running costs – (£500 towards – Toilet Hire, Insurance , Electricity Supply)	£500.00
Small Grants	Friends of Spital Chapel	Equipment – Disability ramps and storage box and continue to take part in Heritage Open Days.	£200.00
Small Grants	Tamworth District Scouts	<u>Towards:</u> running costs associated with the Gang Show production 2016	£500.00
Small Grants	South Staffs Young Enterprise	March 2016 Trade Fair	£500.00
Small Grants	Tameside Wildlife	<u>Towards:</u> equipment – Loppers, pruning saws, replacement bow saw blades, work gloves for site maintenance	£500.00
Small Grants	Hodge Lane Conservation Group	<u>Towards:</u> Equipment – Saws, Saw blades, Stone Shale, Fence Posts for site maintenance	£500.00
Small Grants	Tamworth Street Angels	<u>Towards:</u> equipment – protective orange jackets, flip flops, bottled water, foil blankets, sick bags, latex gloves, cold weather hats & Gloves)	£500.00
Sports Grants	Wilnecote sports and recreational ass	Ground nets to be purchased to avoid cricket balls entering residential properties – Health and Safety requirements.	£2,725.00
Sports Grants	Kids run free	Award to allow running for children in the castle grounds in organised free activity – sport England backed programme.	£1,752.77
Sports Grants	Tamworth Unicorns Swimming club for Disabled persons	The grant is to be used to help finance swimming pool hire for the disabled gala	£300.00
Sports Grants	Titan Triathlon club	To purchase equipment to enable the club to open further sections and increase activity	£2,500.00



Grant Type	Beneficiary	Purpose of expenditure	Grant amount
		levels	
Sports Grant	Jack Rowley	Talented Individual - Judo	£200.00
Sports Grant	Ellese Oates	Talented Individual - Gymnastics	£500.00
Sports Grant	Bethany Morrin	Talented Individual - Swimming	£300.00
Sports Grant	Keeley Rowland	Coaching - Titan Triathlon	£260.00
Sports Grant	Jason Blood	Coaching - Titan Triathlon	£260.00
Sports Grant	Robin Canning	Coaching - Titan Triathlon	£260.00
Sports Grant	Lucy James	Coaching - Watersport Centre	£250.00
Sports Grant	Darren Jones	Talented Individual - Triathlon	£400.00
Sports Grant	Katie Walker	Talented Individual - Triathlon	£250.00
Sports Grant	Brandon King	Talented Individual - Gymnastics	£400.00
Sports Grant	Ryan Hatton	Talented Individual - Boxing	£800.00
Sports Grant	Thomas Hobbins	Talented Individual - Gymnastics	£300.00

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20 August 2015

## THE REPORT OF THE PORTFOLIO HOLDER FOR OPERATIONS AND ASSETS

## WRITE OFFS 01/04/15 – 30/06/15

**EXEMPT INFORMATION**

None

**PURPOSE**To provide Members with details of write offs from 1st April 2015 to 30<sup>th</sup> June 2015**RECOMMENDATIONS**That Members endorse the amount of debt written off for the period of 1st April 2015 to 30<sup>th</sup> June 2015– **Appendix A-D****EXECUTIVE SUMMARY**

The Heads of Service are responsible for the regular review of debts and consider the need for write off and authorise where necessary appropriate write offs in line with the Corporate Credit Policy. This report shows the position for the current financial year – **Appendix A- D**. Further updates will continue to be produced on a quarterly basis.

<b>Type</b>	<b>01/04/15-30/06/15</b>
Council Tax	£5,406.51
Business Rates	(£3,379.82)
Sundry Income	£3,394.99
Housing Benefit Overpayments	£11,060.79

**OPTIONS CONSIDERED**

Not applicable

**RESOURCE IMPLICATIONS**

The write offs detailed are subject to approval in line with the Corporate Credit Policy/Financial Regulations.

**LEGAL/RISK IMPLICATIONS BACKGROUND**

Not applicable

**SUSTAINABILITY IMPLICATIONS**

Not applicable

**BACKGROUND INFORMATION**

This forms part of the Council's Corporate Credit Policy and effective management of debt.

The Council is committed to ensuring that debt write offs are kept to a minimum by taking all reasonable steps to collect monies due. There will be situations where the debt recovery process fails to recover some or all of the debt and will need to be considered for write off in accordance with the schemes of delegation prescribed in the Corporate Credit Policy.

The Council views such cases very much as exceptions. Before writing off debt, the Council will satisfy itself that all reasonable steps have been taken to collect it and that no further recovery action is possible or practicable. It will take into account the age, size and types of debt together with any factors that it feels are relevant to the individual case.

<b>Authority Account Value</b>	
Head of Revenues	Up to £1,000
Chief Officer(or authorised delegated officer)	£1,001 to £5,000
Executive Director Corporate Services	£5,001 to £10,000
Cabinet	Over £10,000

These limits apply to each transaction.

### **Bad Debt Provision**

The level of the provision must be reviewed jointly by the unit and Accountancy on at least a quarterly basis as part of the management performance review, and the table below gives the mandatory calculation.

Where the debt is less than 6 months old it will be written back to the service unit.

<b>Debt Outstanding</b>	<b>Provision (Net of VAT)</b>
Between 6 and 12 months old	50%
Between 12 and 24 months old	75%
Over 24 months old	100%

The financial effects of providing for Bad Debts will be reflected in the Council's accounts at Service Unit level.

### **REPORT AUTHOR**

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### **LIST OF BACKGROUND PAPERS**

Corporate Credit Policy - effective management of debt

### **APPENDICES**

**Appendices A to D** give details of write offs completed for Revenues and Benefits Services for 01 April 2015 to 30 June 2015







## Appendix D- Housing Benefit Overpayments

Summary of Benefit Overpayment Write Offs 01/04/2015-30/06/2015									
Date of Write Off	Head of Benefits				Executive Director Corporate Services (£2,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Total	No. of Accounts	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£2,000)					
30/04/2015	£1.05						£1.05	2	uneconomical to pursue
"	£88.98	£1,453.86	£804.64	£2,959.60			£5,307.08	12	LA error
"	£168.52	£103.86					£272.38	5	Discretionary Housing Payment
"	£80.73						£80.73	3	less than £40 o/s
"		£190.57					£190.57	2	less than 2 wks o/s due to death
"		£258.00					£258.00	2	not financially viable
"			£549.82				£549.82	1	deceased
31/05/2015	£20.54						£20.54	8	uneconomical to pursue
"	£74.80						£74.80	1	less than 2 wks o/s due to death
"	£70.09						£70.09	1	statute barred
"	£59.52	£433.11					£492.63	4	not financially viable
"		£159.90					£159.90	1	deceased
"		£235.20					£235.20	1	absconded debtor
"	£177.98	£146.26					£324.24	4	LA error
30/06/2015	£74.43	£173.25					£247.68	3	not financially viable
"	£137.98	£82.71					£220.69	3	less than 2 wks o/s due to death
"	£17.88						£17.88	1	deceased
"	£19.54						£19.54	12	uneconomical to pursue
"	£61.48	£515.33	£932.18				£1,508.99	5	Discretionary Housing Payment
"	£238.45						£238.45	8	<£40 outstanding
"	£107.82	£662.71					£770.53	5	LA error
<b>Q1 Totals</b>	<b>£1,399.79</b>	<b>£4,414.76</b>	<b>£2,286.64</b>	<b>£2,959.60</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£11,060.79</b>	<b>84</b>	



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
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